



USAID | AFGHANISTAN

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Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Infrastructure)
Type of vacancy: Multiple
Opening date: December 04, 2016
Closing date: December 18, 2016
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/17/10/OI

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Project Management Specialist (Infrastructure)** under a personal services contract, as described in the attached solicitation.

BASIC FUNCTION OF THE POSITION:

The incumbent serves as Senior Project Management Specialist for USAID/Afghanistan Office of Infrastructure (OI) and reports to the Energy Lead in the Office of Infrastructure. The incumbent serves as an Activity Manager, or On-Budget Monitor (OBM) of various projects in the Infrastructure Office. The Project Management Specialist is a high-level professional position which supports teams managing one or more projects within the Infrastructure portfolio. The incumbent is required to maintain contact with high-level host government officials, donor and United Nations agencies and represents USAID in high level working groups related to energy and economic growth in Afghanistan.

MAJOR DUTIES AND RESPONSIBILITIES:

The incumbent serves as an Activity Manager and Certified OBM of various projects in Infrastructure's portfolio. In this capacity the incumbent participates or leads planning for projects, defines host government requirements, prepares procurement documents, evaluates responses to tenders, negotiates contracts, conducts inspection, acceptance and monitoring of projects, ensures quality assurance, and maintains all project documentation. The incumbent's role in project management is critical to ensure that project deliverables are met within schedule and budget. As an OBM, the incumbent monitors execution of contracts by implementing partners/grantees to ensure compliance with terms of agreement with USAID and terms and conditions of contracts. The incumbent must exercise independent judgment overseeing project activities and intervening as necessary to ensure they are achieving the desired outcomes. The incumbent ensures that all audit and evaluation requirements are fulfilled. This is a high-level professional management position that requires hands-on technical skills, well developed interpersonal and managerial skills, sound judgment, and the ability to develop credible relationships within USAID, with Afghan government counterparts, implementing partners, other donors, and subcontractors. The incumbent represents USAID in donor coordination meetings and working groups, reporting back to the Infrastructure team and other relevant offices within the Mission.

The incumbent prepares infrastructure portfolio review materials, responds to auditors, drafts budget requests, implements measurement and evaluation plans, updates program related documents, prepares briefers, makes presentations and other tasks as assigned. The incumbent assumes responsibility for defining, achieving, and reporting on results from USAID investments in infrastructure activities in Afghanistan.

The incumbent develops and manages a wide range of projects/programs within the Office of Infrastructure. This includes project planning, defining host government requirements, preparing procurement documents, evaluating responses to tenders, negotiating contracts, conducting inspection, acceptance and monitoring of projects, ensuring quality assurance, and maintaining all project documentation. The incumbent's role in project management is critical to ensure that project deliverables are met within schedule and budget. The incumbent requires initiative and the exercise of independent judgment in activity planning and the identification and resolution of problems. The incumbent interacts with contractors, implementing partners, and host country counterparts. The incumbent develops program in partnership with host country counterparts including design of activities, financial analyses, and procurement documents. In addition, the incumbent prepares detailed scopes of work for technical assistance services for project components and explores various options for procurement of such services. Furthermore, the incumbent participates in Technical Evaluation Committee (TEC) evaluations to select contractors and grantees, provides technical review of project performance, and manages project schedules and resources.

The incumbent exercises considerable initiative and independent judgment in assisting host country partners in implementing project/program activities and ensuring such projects are responsive to the terms and conditions of relevant USAID agreements. The incumbent directs and performs analysis of project related problems both financial and technical, and recommends appropriate remedial measures, ensures that all audit and evaluation requirements are fulfilled, and reviews contracts/agreements in consultation with Acquisition & Assistance Specialist in OAA and provide guidance to and oversight of contractor actions concerning project procurement and the use of project funded assets. The incumbent reviews financial reports from implementing partners, monitors expenditures, processes contractor invoices, prepares pipelines, accruals, and program modification requests, tracks commitments, obligation/de-obligation actions and closes out completed activities. The incumbent will provide assistance to host country individuals for undertaking project sponsored travel.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A bachelor's degree in Project Management, International Development, Economics, Business Administration, Engineering, Finance, or Infrastructure development.

(Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of five (5) years of progressively more responsible positions in project management, business administration, economics, finance, or engineering.

(Work experience requirement must be met at the time of application for the subject position).

Language: Language Proficiency: Level IV (Fluent) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari or Pashto.

Knowledge: The incumbent must have in-depth knowledge of a professional field directly related to infrastructure programs. The incumbent must have a sound knowledge of Afghanistan's economic, social, cultural, political characteristics, and development environment in Afghanistan and neighboring countries.

Skills and Abilities: The incumbent must have the ability to manage resources, projects, and programs effectively and efficiently. Possess maturity, integrity, stability, objectivity, resourcefulness, adaptability, and the application of sound professional judgment. The incumbent must have the ability to conceptualize, analyze, identify problems, develop solutions, and exercise sound judgment and present information and to draft clear documents; ability to establish and maintain counterpart contacts in host-government implementing agencies and related private sector organizations and the ability to effectively communicate and work with superiors, subordinates, colleagues, and partners, both inside and outside the Mission, orally and in writing, is required. Good interpersonal skills, the ability to work effectively in a multicultural team

environment, and to achieve consensus on project and administrative matters is a significant requirement. The incumbent must have competency in using MS Office Suite such as MS Word, Excel, Power point, Project Management excellent use of email and internet. The incumbent must have the ability to learn specific USG software.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents with a **Subject line: Project Management Specialist Infrastructure (1710 OI)**

ANY/ALL APPLICATIONS SUBMISSION RECEIVED AFTER THE CLOSING DATE OF DECEMBER 18, 2016 WILL NOT BE CONSIDERED.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
2. Application for Employment as a Locally Employed Staff (DS-174)
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
3. A current resume or a curriculum vitae

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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ALL ETHNIC GROUPS AND GENDERS ARE URGED TO APPLY**